



## UGENYA TECHNICAL AND VOCATIONAL COLLEGE

Cell: 0115107907

Email: [ugenya.techcollege@gmail.com](mailto:ugenya.techcollege@gmail.com)

P.O BOX 74-40614

Sega Kenya



### **ADVERTISEMENT OF VACANT POSITIONS**

**21/08/2025**

#### ***Vision***

***To be a global provider of competency-based training and promoter of research and innovation***

#### ***Mission***

***To provide quality technical and vocational training and promote research and innovation for sustainable development***

Ugenya Technical and Vocational College is a Public TVET Institution operating under the Ministry of Education, State Department for Technical, Vocational, Education and Training located in Siaya county Ugenya Constituency along Kisumu - Busia highway.

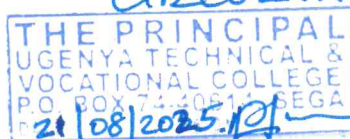
**Applications are invited from qualified persons for the position shown below;**

Vacancy No.	Post	Number of Positions.
UTVC/05/2025	INTERNAL AUDITOR	1
UTVC/06/2025	COSMETOLOGY TECHNICIAN	1
UTVC/07/2025	ELECTRICAL AND ELECTRONICS TECHNICIAN	1

Interested qualified persons are requested to submit their applications **with detailed CV's, Professional Certificates and other Testimonials** via the email [ugenya.techcollege@gmail.com](mailto:ugenya.techcollege@gmail.com) and copy to [hr@utvc.ac.ke](mailto:hr@utvc.ac.ke) / [info@utvc.ac.ke](mailto:info@utvc.ac.ke) or hand delivery so as to reach the undersigned on or before **08<sup>th</sup> September, 2025**. For more information, please visit our website: [www.utvc.ac.ke](http://www.utvc.ac.ke).

**NB.** Ugenya Technical and Vocational College is an equal opportunity employer. Youths, Women and Persons with Disability (PWD) are encouraged to apply.

*APPROVED FOR  
CIRCULATION.*



**THE PRINCIPAL,  
UGENYA TECHNICAL & VOCATIONAL COLLEGE  
P.O BOX 74 – 40614  
SEGA**

**INTERNAL AUDITOR (1 POST)**

**Terms of service:** Permanent and Pensionable.

**Scale:** UTVC Job Group “ J”

**Qualifications**

- (i) Bachelor degree in Auditing, Accounting, Finance, Business Administration or equivalent qualification from recognized institution.
- (ii) Served in the position of an Internal Auditor in an organization of the same nature for at least two (2) years.
- (iii) Holder of CPA (K) or ACCA or its equivalent.
- (iv) Be a registered member of ICPAK.
- (v) Must be well conversant with accounting software.
- (vi) Show merit, integrity and ability as reflected in work performance and results

**Responsibilities**

- (i) Undertaking UTVC system audit in line with the statutory requirements.
- (ii) Preparing and submitting audit reports to the Board of Governors.
- (iii) Develop and implement audit management systems.
- (iv) Advise on the need to review UTVC system procedures.
- (v) Induction of the new audit staff.
- (vi) Undertaking institutional systems audit.
- (vii) Develop and implement audit plans.
- (viii) Advise management on policies related to internal controls.
- (ix) Identify inefficient controls and other compliance failures.
- (x) Monitoring resources, including human capital, to ensure maximum asset utilization
- (xi) Keeping track of previous recommendation and check their implementation.
- (xii) Any other duty assigned from time to time based on qualification and experience.

**COSMETOLOGY TECHNICIAN (1 POST)**

**Terms of service:** Contract.

**Salary:** As per the existing UTVC B.O.G Terms of Service.

**Qualifications**

- i) Craft certificate in hair dressing and beauty therapy from a recognized institution.
- ii) Work experience in a related field from a recognized institution for at least one year.
- iii) Proficiency in computer application skills
- iv) Have good communication and interpersonal skills.
- v) Show merit, integrity and ability as reflected in work performance and results.

**Responsibilities**

- i) Prepare and arrange for the practical training sessions
- ii) Offer technical support in the department.
- iii) Responsible for maintenance and safe custody of tools and equipment in the department.
- iv) Coordination of production unit under the Cosmetology Department.
- v) Technical advice to the employer on cosmetology related issues for future improvements.
- vi) Ensure cleanliness of the work station.
- vii) Any other duty assigned from time to time based on qualification and experience

**ELECTRICAL AND ELECTRONICS TECHNICIAN (1 POST)**

**Terms of service:** Contract.

**Salary:** As per the existing UTVC B.O.G Terms of Service.

**Qualifications**

- i) Craft certificate in electrical and electronics from a recognized institution.
- ii) Work experience in a related field from a recognized institution for at least one year.
- iii) Proficiency in computer application skills
- iv) Have good communication and interpersonal skills.
- v) Show merit, integrity and ability as reflected in work performance and results.

**Responsibilities**

- i) Prepare and arrange for the practical training sessions
- ii) Offer technical support in the department.
- iii) Responsible for maintenance and safe custody of tools and equipment in the department.
- iv) Technical advice to the employer on electrical and electronics related issues for future improvements.
- v) Ensure cleanliness of the workshop.
- vi) Any other duty assigned from time to time based on qualification and experience

**Note:** All shortlisted candidates will be required to present the following documents during the interview:

1. Originals of Academic, Professional Certificates and other Testimonials
2. Original National ID
3. Current Curriculum Vitae with at least three Referees.
4. Certificates to a certain compliance with chapter six of the constitution.